

## Payroll Report Details Job Aid

### Purpose:

This job aid will identify the steps to review the Payroll reports on the Payroll Detail page in Core-CT. Use this page to identify if there have been any reports already created for your town for a specific earned period.

### Steps

### Screenshots

1. Navigate to the **ER Home Page**: *Main Menu > Core-CT HRMS > Pension > Employer Reporting > Payroll Report Details*
2. Enter any of the following fields:
  - Company = MSO
  - Department = Town Code
  - Schedule Name = Department \_Year of Report (i.e. 2017)
  - Earned Period = Month of Report requested
3. Click **Search**.

**Payroll Report Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Company

Department

Schedule Name

Earned Period

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. If a Payroll Report has been submitted or posted, then the Employer Report Details page will display.
5. If the Payroll Report has not yet been created, the search will return a “No matching values were found.” message.

No matching values were found.